

September 27, 2012

Meeting Location: Longleaf Pine Room, State Materials Office, Gainesville, Florida.

Meeting Attendees:

Asphalt TRT Members: Rich Hewitt- Chairman (State Construction Office) and Greg Sholar (State Materials Office). Brian Pickard (District 7), Jeff Fetzko (Turnpike), and Igor Dubrovsky (District 6) attended remotely by Teleconference.

The meeting began at 10:00am and the following items were discussed:

Agenda Item 1: Oral Presentations By Proposed Instructors

There were no presentations by proposed instructors.

Agenda Item 2: Review of June 27, 2012 TRT Meeting Minutes

Note: Agenda Items 2 and 3 are combined below due to overlapping issues.

Agenda Item 3: Review e-mails since last meeting; Discuss Actions taken since last meeting of March 30, 2012.

Audit Tracking Spreadsheet

Past Action

- Rich Hewitt showed TRT spreadsheet to track audits. The spreadsheet contained the providers, instructors, and asphalt courses.

Action Item

- **Rich Hewitt-** will e-mail the TRT Members a copy of the spreadsheet.

Update Asphalt Mix Design Course

Past Actions

- Update from June Meeting–
 - Rich Hewitt asked Linda Floyd (UF-CTT) about status of contract with contract cost in it
 - Linda Floyd said Nina Barker (UF-CTT) hasn't done anything with it. On hold due to internal business, move, new director, etc.
- Action Item from June Meeting
 - Linda Floyd will talk to Nina about completing this for next meeting.
- Actions Taken since June meeting
 - Rich Hewitt spoke to Wayne Rilko at the Asphalt Contractor's Association of Florida (ACAF) Conference and stated UF-CTT still needs to submit a contract with the contract amount in it.
 - Wayne Rilko (UF-CTT) said he would send the Department a contract with the cost.
 - Nina Barker (UF-CTT) sent e-mail asking where we were with contract.

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- Rich Hewitt sent an e-mail reply stating we are still waiting for UF-CTT to submit a contract with cost in it. Attached previous e-mails showing this and mentioned the discussion with Wayne Rilko earlier that day.

- **Action Item**

- *UF-CTT needs to submit a contract which includes the cost.*

Agenda Item #4: Review of Provider audits since last meeting.

No Audits were discussed.

Agenda Item #5: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Providers.

Corradino Group, Inc. submitted an application to be approved as a provider for the CTQP Asphalt Paving Level 1 & 2 Course.

Actions since last meeting

- After being notified of TRT's recommendation not to approve them and why, Corradino group made changes and resubmitted application for approval.
- Asphalt TRT discussed this via e-mail and recommended approval of Corradino Group as a provider.
- Rich Hewitt – On 8/14/2012 Rich Hewitt sent Heather Hicks (acting SCTA) notification of approval of Corradino Group to be provider for CTQP Asphalt Paving Level 1 & 2 Courses.
- Heather Hicks – sent e-mail to Rich Hewitt stating official notification of approval was sent to Corradino Group.
- Corradino Group has been notified by the State Construction Training Administrator's Office and this issue is now considered closed.

CMEC question about previous approval

- Greg Sholar stated Mike Berkowitz (CMEC) asked if they could submit information and request approval to permit more trainees per course for Plant Level 1.
- TRT agreed to review CMEC's information and their request to permit additional trainees.

Action Item

- *Greg Sholar- will notify Mike Berkowitz (CMEC) of the TRT's willingness to re-evaluate number of trainees permitted in a course based on additional information to be submitted by CMEC.*

Agenda Item #6: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Instructors.

See Agenda Item #1 above

Agenda Item #7: Discussion of revisions to, acceptance and approval of current Asphalt Course Materials.

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- No new business

Agenda Item #8: Discussion of acceptance and/or rejection of new courses

No new courses were discussed.

Agenda Item #9: Miscellaneous discussion.

- Rich Hewitt notified the group that State Construction Training Administrator (SCTA), Yvonne Collins (SCTA) resigned from the Department.
 - Heather Hicks of State Construction Office is the acting SCTA until a replacement is hired.
- Jeff Fetzko notified the group that the CTQP training facility at the Snapper Creek Service Plaza on Florida's Turnpike is no longer available. CTQP providers/instructors previously offering training at this site will need to find another location.
- Rich Hewitt notified Asphalt TRT about an increase in the number of qualified technicians seeking extensions on expiration dates for all CTQP qualifications (not just Asphalt).
 - Rich Hewitt suggested one step in curbing this practice is to add the 5 year qualification to the person's original expiration date prior to receiving the extension rather than adding 5 years to the date they passed the requalification exam. This takes away any incentive to wait until last minute to requalify.
 - Jeff Fetzko suggested to do the same for those who take the exam early (add 5 year requalification to their expiration date) so they don't lose any time from their existing qualification due to requalifying prior to their expiration date..
 - Greg Sholar suggested setting a time limit to prevent people from requalifying too early (ex 1 month after qualification is granted).
 - Group discussed possibly using 4 years into current qualification as earliest a person could requalify.

Agenda Item #10: Selection of Date, Time, and Location of next Asphalt TRT Meeting.

- Next Asphalt TRT Meeting will be Tuesday, December 18, 2012 (10am – 2pm), at the State Materials Office in Gainesville, FL.

Action Items

- **Rich Hewitt-** will e-mail Meeting Notification to Zach Wiginton for posting on State Construction Office (SCO) website.
- **Rich Hewitt-** will e-mail Draft Asphalt TRT Meeting minutes to the Asphalt TRT Members for review prior to official distribution and posting to SCO website.
- **Asphalt TRT Members-** Will review Draft Meeting Minutes (September 27th, 2012) and e-mail concurrence or modifications to Rich Hewitt.
- **Rich Hewitt -** After receiving review comments & modifications from TRT Members, Rich will e-mail final Meeting Minutes to Zach for posting on SCO website.

The Asphalt Technical Review Team Meeting of Thursday, September 27, 2012 was adjourned at 11:00am.